

## TERMS AND CONDITIONS

### 1. Eligibility

- This is a competition open to individuals aged 5 to 11 who live and/or go to school in the borough.
- Copies of the competition guidelines and application forms can be downloaded online at [www.richmond.gov.uk/primary\\_school\\_competition](http://www.richmond.gov.uk/primary_school_competition)
- Any queries regarding the competition terms and conditions should be sent to [campaigns@richmond.gov.uk](mailto:campaigns@richmond.gov.uk)

### 2. Design Requirements

- Entries must be produced in A3 or A4 and can be constructed in any medium, including digitally.
- Designs must be landscape orientation and include the words 'Take Action'.
- All entries must include an entry release form with contact details.
- Any entries without an entry release form will be automatically disqualified from the competition.
- The entrant agrees to allow their design to be digitally re-designed for the purpose of printing.

### 3. Submission and Condition of entries

- Entries can be submitted either hard copy or electronic.
- Electronic entries should be uploaded online at [www.richmond.gov.uk/primary\\_school\\_competition](http://www.richmond.gov.uk/primary_school_competition).
- Hard copy entries should be posted, or hand delivered to the Communications Team, Civic Centre, 44 York Street, Twickenham, TW1 3BZ.
- Entries designed at LBRUT Libraries should be handed to a librarian.
- Entries must be submitted prior to the competition deadline of 9 October 2019.
- Ensure that each submission includes the name and contact telephone number of the entrant.
- Entries posted to the Council will not be returned. Please ensure that you retain a copy of your design.
- Personal data provided will only be used for the administration of the competition and will be destroyed at its conclusion.
- Unsuccessful entrants will not be contacted for their entry, and feedback on entries will not be provided
- The winning design will be announced mid to late October 2019.

### 4. Disclaimer

- The organisers reserve the right to disqualify any entry which breaches any of the above terms and conditions.